



Gerd W. Clabaugh, MPA  
Director

**Iowa Department of Public Health**  
Protecting and Improving the Health of Iowans

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

**Contract Declarations & Execution Page**

<b>CONTRACT #:</b> 588 <a href="#">Complete the number</a>	<b>PROJECT TITLE:</b> Special Supplemental Nutrition Program for Women, Infants and Children (WIC)
<b>CONTRACTOR LEGAL NAME AND ADDRESS:</b> <a href="#">Insert Contractor's legal name and address</a>	<b>PROJECT PERIOD:</b> October 1, 2017 through September 30, 2023
<b>STATE OF IOWA DEPT. OF ADMINISTRATIVE SERVICES VENDOR #:</b> <a href="#">insert contractor's 11 digit vendor #</a>	<b>CONTRACT PERIOD:</b> October 1, 2019 through September 30, 2020
<b>IOWA CODE CHAPTER 8F DESIGNATION:</b>  This contract is covered by Iowa Code chapter 8F  This contract is NOT covered by Iowa Code chapter 8F  At the time of execution, this contract is NOT covered by Iowa Code chapter 8F, if the Contractor executes additional contracts with the Department, the aggregate of which exceed \$ 500,000, the contract will be covered.	<b>TOTAL CONTRACT AMOUNT:</b> \$0
	<b>FUNDING SOURCE:</b> FEDERAL: \$0 STATE: \$0 OTHER:\$0 Interagency State: \$0 Interagency Federal: \$0 Private/Fees/Other:\$0
	<b>Federal Subrecipient Addendum Needed?</b> YES
<p>The Contractor agrees to perform the work and to provide the services described in the Special conditions for the consideration stated herein. The duties, rights and obligations of the parties to this contract shall be governed by the Contract Documents, which include the Special Conditions, General Conditions, Request for Proposal and Application.</p> <p>The Contractor has reviewed and agrees to the Iowa Department of Public Health <a href="#">General Conditions Effective July 1, 2019</a> as posted on the Department's website under Funding Opportunities or as available by contacting Bruce Brown (515) 281-7094. The contractor specifies no changes have been made to the Special Conditions or General Conditions.</p> <p>The parties hereto have executed this contract on the day and year last specified below.</p>	
<b>For and on behalf of the Department:</b>  By: _____ Jill Lange, MPH, RDN, LD Interim Director, Division of Health Promotion and Chronic Disease Prevention	<b>For and on behalf of the Contractor:</b>  By: _____ Insert Date (required if not a digital signature): _____

## **Special Conditions for Contract # 5880AO##**

### **Article I- Identification of Parties:**

This contract is entered into by and between the Iowa Department of Public Health (hereinafter referred to as Department) and the Contractor, as identified on the contract face sheet.

### **Article II - Designation of Authorized State Official:**

Jill Lange, Interim Director, Division of Health Promotion and Chronic Disease Prevention is the Authorized State Official for this contract. Any changes in the terms, conditions, or amounts specified in this contract must be approved by the Authorized State Official. Negotiations concerning this contract should be referred to Bruce Brown (515) 281-7094.

### **Article III - Designation of Contract Administrator:**

Insert Name has been designated by the Contractor to act as the Contract Administrator. This individual is responsible for financial and administrative matters of this contract. Negotiations concerning this contract should be referred to: Insert Name; telephone (); email

It is the Contractor's sole responsibility to ensure appropriate individual(s) have registered within IowaGrants. The Contractor acknowledges that all assigned individuals to the Grant Tracking site have full rights (add, modify, and delete) for all Grant Tracking components including contractual forms, reporting forms, and claims submission.

The Contract Administrator designates insert name as the Grantee Contact in IowaGrants ([www.iowaGrants.gov](http://www.iowaGrants.gov)) who shall regulate and assign access of appropriate individuals to this grant site.

### **Article IV – Key Personnel:**

The following individual(s) shall be considered key personnel for purposes of this contract:

#### Department Personnel

Name	Title	Email Address
Jill Lange	Interim Director, Division of Health Promotion and Chronic Disease Prevention	Jill.Lange@idph.iowa.gov
Kimberly Stanek	State WIC Director	Kimberly.Stanek@idph.iowa.gov
Bruce Brown	Program Contract	Bruce.Brown@idph.iowa.gov

	Manager	
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#### Key Contractor Personnel

Name	Title	Email Address
	Project Director or Coordinator	
	Financial manager	

The Contractor shall notify the department in writing within ten (10) working days of any change of Key Personnel identified in this section.

#### Article V - Statement of Contract Purpose:

The purpose of this contract is to provide health services at the community level for the Special Supplemental Nutrition Program for Women, Infants and Children (WIC). It is expected that the Contractor will:

1. Provide quality WIC services.
2. Maintain and advance integration of public health services.
3. Maintain and advance the delivery of essential services and core public health functions.
4. Build stronger relationships with community partners.

The Contractors service area includes the following counties:

[List Counties served by this contractor](#)

#### Article VI - Description of Work and Services:

In compliance with the Department approved work plan within IowaGrants, the Contractor shall:

1. Provide WIC services in compliance with 7 CFR Part 246, 641 Iowa Administrative Code Chapter 73, and the Iowa WIC Program Policy and Procedure Manuals. Services include:
  - a. Maintain personnel requirements.
  - b. Determination of participant eligibility and certification.
  - c. Provision of nutrition education and counseling.
  - d. Breastfeeding promotion and support.
  - e. Distribution of WIC supplemental food instruments.
  - f. Farmers market coupon distribution.
  - g. Outreach to increase participation.
  - h. Outreach to close the gap between participation and enrollment numbers.
  - i. Outreach to other service providers.
  - j. Referrals to other health and social service programs.
2. Complete WIC outreach strategies and submit mid-year and year-end progress reports.
  - a. Contractor is expected to complete any outreach strategies outlined in the approved plan.
  - b. If outreach strategies must be modified, the Department shall approve all strategies and revisions prior to implementation.

3. Complete breastfeeding and nutrition education action plans and submit mid-year and year-end progress reports.
  - a. Contractor is expected to complete any action plans outlined in the approved plans.
  - b. If action plans must be modified, the Department shall approve all strategies and revisions prior to implementation.
4. Complete quality improvement project and submit mid-year and year-end progress reports.
  - a. Contractor is expected to complete any quality improvement projects outlined in the approved plan.
  - b. If quality improvement strategies must be modified, the Department shall approve all strategies and revisions prior to implementation.
5. Complete quality assurance activities by having a designated staff member regularly reviewing all components of the local WIC program including but not limited to staff interactions with participants, food instrument issuance, data quality, and participant records. Any issues identified and measures to correct must be included in the mid-year and annual report.
6. Modify action plans, outreach plans, and quality improvement projects at the request of the Department. The Department shall approve all Contractor work plans and revisions prior to implementation. The Contractor must submit quarterly progress reports if requested by the Department.
7. Maintain personnel with specific qualifications or credentials to perform tasks required for certifying participants and providing program benefits. Must meet minimum personnel requirements as outlined in Iowa WIC Program Policy Section 310. Adequate licensed dietitian personnel must be available to meet high-risk participant needs and to maintain the nutrition integrity of the program.
8. Complete Educational Buys as outlined in Iowa WIC Program Policy 450.20.
9. Complete participant appeal hearing procedures in compliance with Federal Regulations 641 Part 246, 641 Iowa Administrative Code Chapter 73, and the Iowa WIC Program Policy and Procedure Manuals.
10. Link with the local board of health (LBOH) when providing services supported by Department funding. In particular, WIC Contractors are expected to assist the LBOH in carrying out the three core functions of public health (assessment, policy development and assurance) as defined in 641 IAC 77.3 (137). Examples of linking with the LBOH include, but are not limited to:
  - a. Provide WIC data and provide assistance to the LBOH for the purposes of assessing and analyzing the health status of the community. Data should be analyzed using IDPH data standards.
  - b. Submit reports to the LBOH on the effectiveness, accessibility, and quality of WIC services provided and how health equity is being maintained.
  - c. Include the LBOH in establishing policies and plans associated with the WIC services provided. This can be accomplished by establishing a liaison between the Contractor and the LBOH or by attending regular meetings of the LBOH.
  - d. Educate the LBOH about the WIC services provided and work with the LBOH to identify target populations in need of the services provided to ensure health equity is being maintained.
  - e. Be active in the Community Health Needs Assessment and Health Improvement Plan (CHNA&HIP) process.
  - f. Provide the LBOH expert input on WIC services provided and how those services

relate to the health priorities of the community and the health improvement plans to address those priorities.

11. Contractor and their subcontractors shall comply with USDA and Department policies and procedures to protect client confidentiality and assure security of the client information, including electronic files. Data provided must comply with IDPH confidentiality standards. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) does not apply to or require compliance by the Iowa WIC Program.
12. Contractor is responsible for providing their own data system equipment including laptops, desktops, printers/scanners, signature pads, card readers, and PIN Pads (optional).
  - a. PIN Pads must be ordered and purchased directly from the EBT Host Contractor.
  - b. Contractors are required to provide local agency computer support and maintenance of local hardware and operating software, including operating, application, and security software. This includes providing patches and updates to computers and software, including operating, application, and security software, and troubleshooting any local issues.
  - c. Contractors must ensure all equipment is functioning properly.
  - d. Department approved security software is required for all data system equipment running the Focus suite of applications. For information on approved security software, go to the Office of the Chief Information Officer (OCIO) website at <https://ocio.iowa.gov/standards>.
  - e. Data system equipment and software, including operating, application, and security software, will be subject to security audits by the State.
  - f. Strong passwords shall be used with all computers/devices running the Focus application.
  - g. Contractor shall notify the Department of the loss or theft of computers\devices within 24 hours of the discovery of the loss or theft. Computers\devices supplied by a local agency, or other 3rd party entity, shall be wiped using a DoD approved process when no longer used with the Focus application.
  - h. Contractor must submit required verification of compliance of software (operating, application, and security), security updates, required Focus Security Compliance Report, and any other information requested by the IDPH. The required Focus Security Compliance Report should be from the Contractor's approved security software and must be documented at the individual computer level.
  - i. IDPH reserves the right to remove computers/devices that are not secure from Focus application participation without notice. Tampering with security settings is prohibited.
13. All clinics must be connected to the internet to meet the eWIC online system and Focus requirements.
14. Contractors must use the two factor authentication to access Focus.
15. All staff using the Focus application shall complete the Securing the Human security awareness training annually.
16. Contractors must have Windows 10, service pack and current updates and Internet Explorer 8.0 or higher. Contractors must have TLS 1.1 and 1.2 at a minimum via the browser and for the Focus application.
  - a. All agency executive directors, WIC program coordinators and lead staff in a split agency must have individual e-mail addresses with the capacity to send and receive electronic communications (e-mail and attachments). All agency staff using Focus must have the ability to use local agency e-mail to contact the WIC state office. This

- can be a group or individual e-mail address. Local agency staff is not allowed to e-mail the state WIC office with personal e-mail accounts from state owned computers.
- b. All WIC offices (including split offices within one agency) and clinics must maintain high-speed Internet access.
  - c. Focus Computer/Installation Requirements include the following:  
 Internet Connection:  
     Minimum: Bandwidth 1.5mb  
             Recommended: 12mb Cable modem, 7mb DSL modem, cellular (1.5mb or higher, or 4G (cellular)).  
 Hardware Requirements:  
     Minimum: I3 3GHz or greater - 64 bit dual core, 4GB of RAM, 80 GB Hard drive  
     Recommended: 13 3GHz or greater - 64 bit dual core, 8 GB of RAM or greater, 160 GB hard drive or greater  
 Windows Operating System:  
     Minimum: Windows 10 and current updates  
     Recommended: Windows 10 and current updates  
 Required Software:  
     Anti-virus software  
     Latest version of Adobe Reader and Internet Explorer  
     Microsoft .NET Framework 4.6.1 or higher with the latest patches.  
     Department approved security software is required for all data system equipment running the Focus suite of applications.
17. Contractors must be able to access Google Drive.

## Article VII – Performance Measure

A performance measure is a quantitative contractual outcome that demonstrates a Contractor's progress toward a defined target. An incentive may be applied for exceeding minimum performance expectations for a specific measure.

1. Criterion: The Contractor's actual cumulative WIC participation rate.
2. Data Source and Time Period: Actual cumulative WIC participation rate is calculated by the Iowa WIC data system for the time period October 1, 2019 to September 30, 2020.
3. Evaluation: The Contractor's actual cumulative WIC participation exceeds the Contractor's estimated WIC participation rate during the time period.
4. Target: The Contractor's estimated cumulative participation rate is established at \_\_\_\_\_ participants (\_\_\_\_\_ participants per month).
5. Incentive: If the Contractor's actual cumulative WIC participation rate from October 1, 2019 through September 30, 2020, exceeds the estimated cumulative WIC participation rate by at least 2.0 percent, this will result in an incentive according to the following tiered schedule.
6. The annual participation rate will be verified by the Department using the WIC data system. If the performance measure qualifies for an incentive payment, the amount will be included and paid on the final claim.

Percent* actual cumulative participation estimated cumulative	Incentive Amount
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participation from October 1, 2019 to September 30, 2020.	
≤ 1.9%	\$0
2.0% to 4.9%	\$5,000
≥ 5.0%	\$10,000

\* Rounded to tenths

### Article VIII – Reports:

The Contractor shall complete and submit the following reports in the grant site located in IowaGrants.

Report Title	Form Frequency/Type	Date Due
Subcontracts- draft, unsigned	Type: Subcontract Documents	Submit for Department approval Prior to obtaining signatures
WIC Mid-Year Progress Report	Semi-Annual	March 30, 2020
WIC Year-End Progress Report	Annual	November 1, 2020
WIC Quarterly Interest and Breast Pump Report	Quarterly	30 days after the end of the quarter
Focus Security Compliance Report	Monthly	15 days after the end of the month
Proof of Liability Insurance Report	Unspecified	December 31, 2019

### Article IX - Budget:

Direct Cost BUDGET CATEGORY	Grant Administ ration	Grant Client Service	Grant Nutrition Education	Grant Breastfeedi ng	Total Costs Charged to WIC Grant funds
Salary and Fringe					
Equipment					
Subcontract					

Other					
<b>Direct Cost Subtotal</b>					
Select the appropriate cost type and insert the rate (then delete this statement): Indirect Rate (specify rate) OR Administrative Cost (specify rate)					
<b>TOTAL</b>					
<b>BREAST PUMP EXPENDITURES</b>					
<b>CONTRACT TOTAL</b>					
<b>PERCENT OF TOTAL (excluding breast pumps)</b>		%	%	%	

1. This contract contains a potential incentive amount to be paid to the Contractor as described in the Performance Measure section of this contract. The award amount listed within the IowaGrants grant site (budget form and award amount) may be higher than the total amount listed in the contract budget and the total amount listed on the face page of this contract. Contractor expenditures shall not exceed the total amount listed in the contract budget(s).
2. Expenditure variance against direct cost budget line amounts are allowed up to a maximum of 10 percent of the contractual amount on a cumulative basis not to exceed the contractual total. The Contractor shall submit a written justification and request for a contract amendment to the department prior to the obligation of an expense which will exceed the allowed 10 percent cumulative variance. The Contractor shall submit a written justification and request for a contract amendment when expenditures against a budget line not previously approved are anticipated.
3. The Contractor agrees to expend a minimum of 20 percent of total WIC funds on nutrition education, including a minimum of 3 percent of WIC funds spent for breastfeeding promotion. No more than 97 percent of the grant funds will be paid for expenditures other than breastfeeding promotion and no more than 80 percent of the budget will be paid for expenditures other than nutrition education and breastfeeding promotion.
4. The Contractor shall receive written approval from the Department prior to spending the final three (3) percent of all funds awarded.



## Article X - Payments:

1. Submission of Claims for contract period:

The Contractor shall complete and submit a claim for services rendered in accordance with this Contract. The claim shall be submitted monthly in the grant site located in IowaGrants within 45 days of the month of expenditures.

The Department shall verify the Contractor's performance of the provision of Services/Deliverables and timeliness of claims before making payment. The Department may elect not to pay claims that are considered untimely.

2. End of State Fiscal Year Claims Submission:

Notwithstanding the timeframes above, and absent:

- i. longer timeframes established in federal law or
- ii. the express written consent of the Department, the Contractor shall submit all claims to the Department by August 10th for all services performed in the preceding state fiscal year (the State fiscal year ends June 30).

The Department will not automatically pay end of state fiscal year claims that are considered untimely. If the Contractor seeks payment for end of state fiscal year claim(s) submitted after August 10th, the Contractor may submit the late claim(s), as well as a justification for the untimely submission. The justification and request for payment must be submitted within the Correspondence component of this grant site. The Department may reimburse the claim if funding is available after the end of the fiscal year.

If funding is not available after the fiscal year, the claim may be submitted to State Appeal Board in accordance with instructions for consideration. Instructions for this process may be found at: [http://www.dom.state.ia.us/appeals/general\\_claims.html](http://www.dom.state.ia.us/appeals/general_claims.html).

3. The Department shall pay all approved invoices/claims in arrears. The Department may pay in less than sixty (60) days, but an election to pay in less than sixty (60) days shall not act as an implied waiver of Iowa law.
4. The Department provides contractual payments on the basis of reimbursement of actual expenses in accordance with Iowa Code 8A.514.
5. The Department will **not** reimburse the Contractor travel amounts in excess of limits established by Iowa [Department of Administrative Services](#). Current instate and out of state travel rate reimbursements can be found posted on the Department's [IDPH General Conditions for Service Contracts website](#).
6. Final payment may be withheld until all contractually required reports have been received and accepted by the Department. At the end of the contract period, unobligated contract amount funds shall revert to the Department.

## Article XI – Additional Conditions

1. As a condition of the contract, the Contractor shall assure linkage with the local board of health in each county where services are provided. The Contractor will assure that the local board of health has been actively engaged in planning for, and evaluation of, services. It will also maintain effective linkages with the local board of health, including timely and effective communications and ongoing collaboration.
2. All work plan revisions must be approved by the Department prior to implementation. Requests for work plan revisions must be received by the department on or before August 30, 2020.
3. The approved application submitted in IowaGrants from the Contractor, and any subsequent resubmitted materials (Grant Components), which have been approved by the Department, are integral documents of this contract.
4. The Contractor agrees to comply with the provisions in accordance with the Code of Federal Regulations 7 CFR 246.6 Subpart B including:
  - a. Complies with all the fiscal and operational requirements prescribed by the State agency pursuant to this part, 7 CFR part 3016, the debarment and suspension requirements of 7 CFR part 3017, if applicable, the lobbying restrictions of 7 CFR part 3018, and FNS guidelines and instructions, and provides on a timely basis to the State agency all required information regarding fiscal and Program information;
  - b. Has competent professional authorities on staff to perform the certification procedures and attesting to the applicant's eligibility for WIC services. Informs participants of the health services which are available and makes available appropriate health services to participants;
  - c. Has a plan for continued efforts to make health services available to participants at the clinic or through written agreements with health care providers when health services are provided through a referral;
  - d. Prohibits smoking in the space used to carry out the Iowa WIC Program during the time any aspect of WIC services are performed;
  - e. Provides nutrition education services to participants, in compliance with Sec. 246.11 and USDA Food and Nutrition Services (FNS) guidelines and instructions;
  - f. Implements a food delivery system prescribed by the Department pursuant to Sec. 246.12 and approved by USDA FNS;
  - g. Maintains complete, accurate, documented and current accounting of all WIC program funds received and expended and makes these records available for Department and USDA FNS review and audit;
  - h. Maintains on file and has available for review and audit all required documents; and
  - i. Does not discriminate against persons on the grounds of race, color, national origin, age, sex or handicap; and compiles data, maintains records and submits reports as required to permit effective enforcement of the nondiscrimination laws.
5. Adequate licensed dietitian personnel must be available to meet high-risk participant needs and to maintain the nutrition integrity of the program.
6. Any changes in the Contractor's program operations must be submitted in writing to the Department for approval prior to the change.
7. Subcontracts shall comply with the Department's General Conditions section for Procurement Standards and Subcontracting. Draft, unsigned contracts must be submitted to the Department for approval through the grant site in IowaGrants prior to obtaining signatures. Additionally, the subcontractor is prohibited from any further subcontracting. Subcontracts will comply with WIC Policy 315.58 and shall contain the USDA Nondiscrimination Statement, the Confidentiality Clause, and the Nondiscrimination Clause.

8. In areas where the Department contracts with more than one agency to deliver services to women, children, and adolescents, those agencies must cooperate in the provision and integration of those services, including when services are co-located. Co-location of services is optimal as space allows. The Department reserves the right to require written evidence of such cooperation of the affected agencies or other requested documentation. Costs incurred when agencies share space will be allocated between programs. Cost allocation plans require Department approval. The Department will at its sole discretion determine if the agency is in compliance by cooperating in the provision and integration of those services.
9. Any Contractor providing public immunizations shall follow the Immunization Registry Information System (IRIS) protocol.
10. The Contractor shall participate in the local implementation of Early ACCESS, (U.S. Department of Education, Individuals with Disabilities Education Act, amendments of July 1997, P.L. 105-17, Part C, Early Intervention Program for Infants and Toddlers with Disabilities and Iowa Administrative Rules for Early ACCESS Integrated System of Early Intervention Services) to all infants or toddlers under the age of three years who have a condition or disability that is known to have a high probability of later delays if early intervention services were not provided, OR if a child is already experiencing a 25 percent delay in one or more areas of development.
11. An authorized representative of the Contractor shall attend required meetings as scheduled by the Department.
12. Any Contractor having employees at risk of exposure to bloodborne pathogens shall comply with the bloodborne pathogen standards published December 6, 1991, in the Federal Register by the United States Occupational Safety and Health Administration (OSHA) and any publications thereafter. The Contractor is responsible for assuring compliance with all applicable OSHA requirements. Any Contractor conducting laboratory testing in the provision of services under this contract shall be certified and in substantial compliance with the Clinical Laboratory Improvement Amendments of 1988 and subsequent amendments as required by the Centers for Medicaid and Medicare (CMS).
13. In the event that a contract is not awarded for the next contract period, the Department will notify the Contractor at least 30 days prior to the termination date of the contract. At that time, arrangements will be made for the Contractor to meet with Department personnel and the new awardees to develop and agree to a plan for the contract transition/termination. This plan will include, but is not limited to, transfer of state owned equipment (as described in the General Conditions of this contract), client records, and other materials as deemed essential to the completion of this contract.
14. The Contractor shall respond to surveys and conduct data collection activities administered by the Department.
15. The Contractor shall participate in any Department led Quality Improvement Projects.
16. The Contractor shall participate in any Department led health equity activities.
17. The Contractor shall participate in any Department led User Acceptance Testing (UAT) when requested.
18. The Contractor shall prepare an electronic pdf copy of the Summary of Insurance for: Professional Liability, Property, Casualty, Fidelity, Bonding, and Officers and Directors coverage to the Department in IowaGrants.gov no later than December 31, 2019.
19. The Contractor shall submit a financial audit to the Department Auditor no later than nine months after the Contractor's fiscal year end. To be submitted with the audit is a copy of the separate letter to management addressing non-material findings, if provided by the auditor.

20. The Contractor shall provide written notification of assurance of current licensure for new hire or change of licensed professional staff within 10 days of hire.
21. The Contractor shall include the following nondiscrimination statement and Civil Rights complaint procedure on all outreach materials (other than nutrition education materials) such as leaflets, brochures, bulletins, news media PSAs, WebPages, etc, as well as, on all application/certification materials.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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When materials are one page or less long or are too small to permit the full statement, use the following abbreviated version:

English

This Institution is an equal opportunity provider.

The Contractor will not discriminate against persons on the grounds of race, color, national origin, sex, age or disability. In the event of a nondiscrimination complaint, The Contractor will compile data, maintain records and submit reports as required to permit effective enforcement of the non-discrimination laws per Section 246.6(b)(10) of the WIC Regulations.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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